

<b>Plan Title:</b>	<b>Central Resources Management</b>
<b>Plan Number:</b>	<b>CB-IT-94-01-E</b>
<b>Plan ID:</b>	<b>IT</b>

## **PART II - ANNUAL PLAN END-USER DEVICES AND OTHER SUPPORT**

### **1. Architecture Status**

The architecture has not changed since submission of Part I - Information Technology Architecture Plan.

### **2. IT Objectives**

Our IT objectives for FY 1996 are to:

- Begin replacement of XT and 286 PCs.
- Issue policy for PC hardware service calls.
- Complete a competitive acquisition vehicle under the Personal Computer Management and Acquisition Plan (PCMAP).
- Issue policy for use of PCMAP acquisitions.

Our IT objectives for FY 1997 are to:

- Acquire personal computers based on 5-year schedule to become more responsive to current software technology as put forward in the Personal Computer Management and Acquisition Plan (PCMAP).
- Utilize the Desktop Software Center to research, select, acquire, distribute, and maintain uniform desktop products.
- Ensure that desktop devices provide adequate functionality in the open environment.
- Develop and issue a desktop backup standard.

Our IT objectives for FY 1998 are to:

- Continue phased replacements of PCs.
- Upgrade front-end photocomposition system (See Publications and Forms Design Support System PDP).
- Replace obsolete and worn out network printers.

### **3. Status**

#### **A. Accomplishments/Progress**

Over the past year we have accomplished the following:

- The PCMAP has been finalized and approved by the Department.
- Issued PC Hardware Configuration Standard (Revised semiannually).
- Steady movement from technologically obsolete desktop devices to systems that are more responsive to current software technology. (See chart below.)
- Established the Desktop Software Center where a WordPerfect site license was acquired, distributed, and maintained. Researched TCP/IP/Terminal Emulation software for product selection.
- Issued Workstation Configuration Standard and Workstation-System Administration Standard.

NET CHANGE IN PERSONAL COMPUTER DISTRIBUTION (Oct 94-Jan 96)					
PROGRAM AREA	XT	286	386	486	PENTIUM
Director	-2	-11	-10	+57	+26
Principal Associate Director and Chief Financial Officer	0	-54	-309	+60	+129
Principal Associate Director for Programs	-21	-227	-193	+508	+586
<b>CENSUS BUREAU TOTAL</b>	<b>-23</b>	<b>-292</b>	<b>-512</b>	<b>+625</b>	<b>+751</b>

#### **B. Current Plans**

A Uniform Products Policy and Procedures document was released in September, 1995. The main thrust of this document was to establish software standards based on functional requirements or data interchange requirements, and to proceed to select uniform products using a Business Decision Model. The goal of the policy is to attain economy, efficiency, and effectiveness in acquisition, support, and use of commercial software products.

As a result of this policy, the Desktop Software Center, using appropriate functional requirements standards or data interchange requirements standards, researches commercial software products, and recommends products. The Center is ultimately responsible for acquisition, distribution, and maintenance of recommended software throughout the Bureau.

Also, see Section 4. Implementation Schedule.

## 4. Implementation Schedule

**ASSUMPTION(S):** Desktop includes Personal Computers and Workstations.

Description of Steps to Achieve Objective	Start Date	Complete Date	Comments
PHASE I: Purchase all replacement PCs centrally -- (Assumption -PHASE II will be implemented within 2-years)			
(1) Complete fast-track ITRMS registration.	10/93	06/94	
(2) Analyze fast-track ITRMS data for correctness (hardware).	01/94	07/94	
(3) Verification of ITRMS data by LAN Managers.	03/94	07/94	
(4) Analyze fast-track ITRMS data for meaning. Develop a hardware and software functions check-list for each division to find out what function(s) the hardware is being used for.	03/94		
(5) Issue policy that hardware must be registered in the ITRMS in order for IT to respond to any CSC calls.	01/94	01/96	
(6) Acquire a PC hardware/software auditing package for ITRMS.	06/94	10/94	
(7) Develop final list of current assets.	10/94	12/94	
(8) MILESTONE: Prepare decision paper to select and develop PC <b>product</b> standards and policies for the next two years.	03/94	12/94	Uniform Products Policy
(9) Make the business decision to select and develop actual PC <b>product</b> standards and policies for the next two years.	03/94	12/94	Desktop Software Center
(10) Develop a process for updating and enforcing PC product standards and policies.	03/94	03/95	Standards Management Team
(11) Based on PC product standards, what will IT continue to support if it is not a product standard? Issue interim policy and guidelines.	04/94	01/95	
(12) Perform BCA for Phase I replacement of PCs. (Criteria: what level of replacement). This will be decided by a comparison and selection of the most beneficial alternative.	10/94	07/95	PCMAP
(13) Develop specifications.	04/94	10/95	
1(14) Prepare all necessary acquisition documents, e.g. APR, Acq Plan, evaluation, etc. (the purchase of PCs will be based on program area's PC needs as documented in RIs)	06/94	10/95	

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Description of Steps to Achieve Objective	Start Date	Complete Date	Comments
PHASE II: Develop a strategy for meeting the Census Bureau's desktop needs			
(15) Analyze fast-track ITRMS system/data and available ITRMS data (hardware & software).	03/94	12/94	
(16) Analyze network-based processing systems.	03/94	08/94	Migration Plan
(17) Develop a long-range plan for the centralization of acquisition and management of all PCs by the IT Directorate.	06/94	07/95	PCMAP
(18) Develop framework for economic analysis for replacement of PCs. Perform cost analysis for FY 96 age replacement of PCs (This will be included in the PC Management and Acquisition Plan - Step 21)	10/94	07/95	PCMAP. Analogous milestone needs to be established for workstations.
(19) Develop policies and procedures for divisions to document need for PCs.	10/94	07/95	PCMAP. Analogous milestone needs to be established for workstations.
(20) Develop initial PC Management and Acquisition Plan (PCMAP). This plan will incorporate FIRMR alternatives analysis requirements and be updated annually.	04/94	07/95	PCMAP. Analogous milestone needs to be established for workstations.
(21) Develop PC specifications.	08/94	10/95	Analogous milestone needs to be established for workstations.
(22) Prepare all necessary acquisition documents, i.e. APR, Acq Plan, evaluation, etc.	10/94	10/95	Analogous milestone needs to be established for workstations.
PHASE III: IT management of desktop devices			
(24) Review ARTI's recommendations on the provision of backup and archiving services.	05/94	07/94	
(25) Develop policy and possibly procedures for backup and archiving of files on desktop devices.	06/94	03/95	
(26) IRM Review: Management of Software Development and Workstations for the Geography Support Systems.	03/94	11/94	
Phase IV: Implementation of PCMAP			
(27) Determine acquisition strategy based on current procurement regulations and budget.	02/96	03/96	
(28) Issue policies to all divisions for use of the PCMAP initiatives.	02/96	03/96	

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Description of Steps to Achieve Objective	Start Date	Complete Date	Comments
(29) If PCMAP is fully funded centrally, begin complete implementation of PCMAP else begin division by division implementation based on funds available.	04/96	Ongoing	

## **5. Acquisitions**

ACTUAL AND PLANNED ACQUISITIONS			
Type of Equipment	FY 1996	FY 1997	FY 1998
PC Replacements	150	1,500	2,500
Hardware and Software Maintenance Support	\$500,000	\$50,000	\$450,000
Front-end Upgrade			1